



U.S. Department of Justice

*Southern District of Georgia
United States Attorney's Office*

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TRAINING/CONFERENCE ANNOUNCEMENT
6th Annual Gulf States
LECC/Victim Witness Conference
JUSTICE FOR ALL
JULY 20 -22, 2005
ROYAL SONESTA HOTEL
NEW ORLEANS, LOUISIANA

REGISTRATION PACKET

The Victim/Witness Coordinators and the Law Enforcement Coordinators (LECCs) from the U.S. Attorney's Offices in Alabama, Florida, Georgia, Louisiana, Mississippi and Texas are sponsoring the 6th Annual Gulf States LECC/Victim- Witness Conference. This training/conference is intended for federal, state, local and military law enforcement officers, victim/witness coordinators, victim advocates, victim service providers, prosecutors and other criminal justice practitioners from each respective State. The conference will be held July 20-22, 2005, at the Royal Sonesta Hotel located in the French Quarter, in New Orleans, Louisiana. The registration fee for this conference is only **\$50.00**.

Topics will include:

Drug Endangered Children
Hate Crimes
Case Mapping
Human Trafficking
OVC - Capacity Building Workshop
Domestic Violence
Vicarious Victimization

We are also honored to have John Gillis, Director of the Office of Victims of Crime (OVC) as our keynote speaker.

Please see the attached for detailed information regarding registration and scholarships.

REGISTRATION: Please make checks for registration fee (\$50.00) payable to LECC and mail with your registration form to:

U.S. Attorney's Office
Attn: Donna Duplantier
500 Poydras Street, Suite B-210
New Orleans, LA 70130

If you wish, you can also e-mail your registration form to: Donna.Duplantier@usdoj.gov or Lisa.Stewart2@usdoj.gov. If you e-mail your registration form, please make sure you remember to **mail your registration fee by June 30th**.

On-site registration will take place from 10:00 am to 2:00 pm the first day of the conference. The conference starts promptly at 2:00 pm on July 20th and will end at 12:30 on July 22nd. Everyone must check-in at the registration desk to receive conference materials.

CANCELLATION: We are requiring advance notification of all cancellations and/or substitutions. Substitutions are acceptable. **If you cancel after July 13th you will not be reimbursed the \$50.00 registration fee.**

LODGING: The Royal Sonesta Hotel located @ 300 Bourbon Street, New Orleans, Louisiana is providing room rates of \$109.00 (plus tax) for single and double occupancy. Each additional person (3rd person) is \$40.00 They are also offering the same rate two days before and two days after the conference. For those of you driving in, there is a parking fee of \$25.00 per day at the hotel. If you are planning to attend the conference, please call 1-800-SONESTA or (504) 586-0300 to make your reservation. Ask for the U.S. Department of Justice LECC/Victim-Witness Conference Rate. **Reservations must be made by June 27, 2005.** Reservations made after this date will be subject to rate and space availability. Individual reservations cancelled 72 hours or more prior to arrival will not be subject to a "no show fee". To view the beautiful Royal Sonesta Hotel located in the French Quarter, visit their web site at: www.royalsonestano.com. **NOTE:** If you receive a scholarship, you are responsible for making your own hotel reservations.

RECEPTION: There will be a reception immediately following the conclusion of our first day from 5:30 to 7:30 pm. Light refreshments will be served with a cash bar. Please take the opportunity to attend this reception and meet your peers throughout the Gulf States.

CONFERENCE SCHEDULE:

July 20th 2:00 - 5:30 pm

July 21st 8:00 a.m. - 5:00 pm

July 22nd 8:00 a.m. to 12:30 pm

DRESS CODE: Business casual. Please, no shorts, tank tops, or flip-flops.

AIRPORT TRANSPORTATION: From the New Orleans Airport, you may take a taxi (\$36.00-\$40.00 each way) or the Airport Shuttle (\$26.00 round trip).

SCHOLARSHIPS: We invite you to take advantage of this outstanding training opportunity and a chance to network with others in your field.

Scholarships for \$350.00 (out of town): We have **100** of these scholarships available to assist with travel for those with a need for financial assistance. In order to qualify for one of these scholarships, you must demonstrate a genuine financial need, **live at least 100 miles from the conference site**, be a full time employee in law enforcement or the victim service field and attend the entire conference. Please complete the attached scholarship form to be considered. The scholarship form should be mailed to **Lisa Shedden, Victim/Witness Coordinator, Northern District of Texas at 1100 Commerce Street, Dallas, Texas 75242** or fax to **(214) 659-8815**. Lisa can be reached at **(214) 659-8624**. Scholarship applications must be postmarked or faxed by **June 20, 2005**.

Scholarships for \$50.00 (local): We have **25** of these scholarships available to assist with registration fees for individuals in need of financial assistance and live less than a 100 miles of New Orleans. The scholarship form should be mailed to **Lisa Stewart, Victim/Witness Advocate, Eastern District of Louisiana at 500 Poydras Street, Suite B-210, New Orleans, Louisiana 70130** or faxed to **(504) 589-7152**. Lisa can be reached at **(504) 680-3113**. Scholarship applications must be postmarked or faxed by **June 20, 2005**.

Note: All scholarships will be awarded on a first come first serve basis.

(Federal employees are NOT eligible for these scholarships.)

Registration Form

Gulf States LECC/Victim Witness Conference

JUSTICE FOR ALL

July 20-22, 2005

Royal Sonesta Hotel, New Orleans, Louisiana

(Please type or print clearly)

Agency

Name

Title

Address

City, State, Zip

Phone

Fax

E-mail

Registration Form and \$50.00 Registration Fee (check or money order made payable to LECC) due by June 30, 2005.

MAIL TO: U.S. Attorney's Office

Attn: Donna Duplantier

500 Poydras Street, Suite B-210

New Orleans, Louisiana 70130

(504) 680-3091 - Office (504) 589-7152 - Fax

The Gulf States 6th Annual LECC/Victim/Witness Conference

Out of Town - Scholarship Application

This Conference is offering a limited number of scholarships.

All applications must be postmarked by June 20, 2005 to be considered for a scholarship.

***If you are applying for a scholarship YOU must make your hotel reservations by June 27th**

Scholarships are being offered for \$350 (\$50 will be automatically deducted for registration fee and a check issued to you for \$300 to cover expenses). This money is to be used to help defray the costs of transportation, lodging and meals for the recipient. If you are awarded a scholarship, a letter will be sent to you along with an SF 1164 (Claim for Reimbursement for Expenditures). You only have to complete blocks a,b,c, and d of the SF 1164 and affix your signature and date in block 10 of the form. In order to have a check ready for you, the SF 1164 must be filled out prior to your arrival at the conference and faxed to (504) 589-7152. You must bring the acceptance letter and the SF 1164 with original signature to the Scholarship Desk upon arrival at the conference. A check for \$300 will then be issued to you on site at the conference. Under no circumstances will an advance be made. If the original recipient is not able to attend, a replacement can attend in his/her place. However, unless notification of a substitution is made within two weeks of the conference, the check will be made out in the name of the original recipient and it will be your responsibility to have the original recipient endorse the check and reimburse the substitute attendee. Remember the scholarship application along with supporting documentation must be postmarked by June 20th.

Name: _____

SSN: _____ DOB: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone: () _____ Fax: () _____ E-mail: _____

Employer: _____

Please send in your scholarship application as soon as possible. They are limited in number (**100**) and will be awarded on a first received basis.

Provide a letter from your supervisor stating that you will be allowed to attend this conference.

Please submit one paragraph stating (one paragraph for each topic):

- 1) Why you need the scholarship;**
- 2) Your experience with, or interest in working with victims of crime; and**
- 3) How you will utilize the information from this conference in your own community and/or job.**

Mail this form with the letter to:
Lisa Shedden, Victim Witness Coordinator
United States Attorney's Office
1100 Commerce Street, Third Floor
Dallas, Texas 75242
(214) 659-8624 - Office
(214) 659-8815 - Fax

The Gulf States 6th Annual LECC/Victim/Witness Conference

Local - Scholarship Application

This Conference is offering a limited number of scholarships.

All applications must be postmarked by June 20, 2005 to be considered for a scholarship.

If you are applying for a scholarship YOU must make your hotel reservations by June 27th

Scholarships are being offered for \$50.00 This \$50.00 will automatically cover your registration fee. Mail this form and your request for scholarship before the deadline. You or a qualified replacement must bring the acceptance letter you will receive from the U. S. Attorney's Office. If the original recipient is not able to attend, a replacement can attend in his/her place.

Name: _____

SSN: _____ DOB: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone: () _____ Fax: () _____ E-mail: _____

Employer: _____

Please send in your scholarship application as soon as possible. They are limited in number (**50**) and will be awarded on a first received basis.

Provide a letter from your supervisor stating that you will be allowed to attend this conference.

Please submit one paragraph stating (one paragraph for each topic):

- 1) Why you need the scholarship;**
- 2) Your experience with, or interest in working with victims of crime; and**
- 3) How you will utilize the information from this conference in your own community and/or job.**

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Lisa Stewart, Victim Witness Advocate
United States Attorney's Office
500 Poydras Street, Suite B-210
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